

**BY ORDER OF THE COMMANDER
AVIANO AIR BASE (USAFE)**

AVIANO AIR BASE INSTRUCTION 11-401

4 MARCH 2013

Flying Operations

ORIENTATION FLIGHT PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 31 OSS/OSOS

Certified by: 31 OSS/CC
(Lt Col Jason E. Bailey)

Supersedes: AVIANOABI11-401,
20 October 2006

Pages: 25

This instruction implements Air Force Policy Directive (AFPD) 11-4, *Aviation Service*. It applies to all personnel assigned to the 31st Fighter Wing (31 FW) and provides guidance for 31 FW orientation flights. All squadrons assigned to the 31 FW will conduct these flights in accordance with (IAW) Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility*, AFI11-401_USAFESUP, *Aviation Management*, and this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction contains changes that include updated rationale for conducting orientation flights, Public Affairs (PA) orientation flight guidance, reorganizations of sections, the addition of an Operating Procedures section that defines requirements and guidance from AFI 11-401_USAFESUP_1, addition of 31 FW personnel that are now approved for orientation flights, minor grammatical changes, and templates intended for the use of orientation flight authorizations. Review of the entire instruction is required.

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1. General

1.1. Higher headquarters guidance regarding orientation flights is primarily located in AFI 11-401_USAFESUP_1. This instruction provides additional guidance that is specific to orientation flights conducted in 31 FW aircraft at home station and at deployed locations. The 31 Operations Group Commander (31 OG/CC) has the primary responsibility for overseeing the program. 31 Operations Support Squadron Current Operations Scheduling (31 OSS/OSOS) will track and manage the 31 FW Orientation Flight Program. Commanders must keep the official United States Air Force (USAF) intent of the Orientation Flight Program clearly in mind. These flights are not a right, and the privilege of providing them must be protected. It is imperative this program be managed and executed IAW all applicable directives and this instruction.

1.2. The USAF conducts orientation flights to reward and motivate individuals (incentive orientation flights only), ensure a better understanding of a particular weapon system and its role, or when the flight is determined to be in the best interest of the USAF.

1.3. 31 OSS/OSOS will track all orientation flights and maintain current listings of personnel who have flown and personnel who remain to be flown. 31 OSS/OSOS will maintain annual orientation flight records to ensure equitable distribution between all participating units. Records that are older than 5 five years are no longer required to be kept.

1.4. AFI 11-401 defines four types of orientation flights applicable to the 31 FW:

1.4.1. Incentive Orientation Flights. Provide a visible reward to military personnel for outstanding service and to motivate others to similar performance levels.

1.4.2. Familiarization Orientation Flights. Familiarize individuals who normally have aviation-related responsibilities with aircraft and missions.

1.4.3. Distinguished Visitor (DV) Flights. Display USAF weapons systems to individuals so they can gain a better understanding of the particular aircraft and mission.

1.4.4. Spouse Orientation Flights. Familiarize military spouses with the unit aircraft and mission so as to enhance their understanding of the military member's role and contribution to the USAF mission.

1.5. Flight surgeons and aerospace physiologists hold aeronautical orders and are not covered under this regulation.

2. Incentive Orientation Flight Program.

2.1. Incentive orientation flights may be flown at home station or at approved deployed locations. Incentive orientation sorties executed at deployed locations must be accomplished IAW 11-401_USAFESUP_1.

2.1.1. Names of the intended fliers will be included in the pre-deployment brief. If names were not submitted during the pre-deployment brief, then written or electronic coordination is required to gain 31 FW/CC approval. Reference section 7 for guidance concerning request.

2.2. Annual incentive sorties are dedicated to assigned 31 FW personnel.

2.2.1. Annual and quarterly awards eligible to receive an incentive orientation sortie are quarterly and annual award winners from the 31 FW, USAFE, and USAF level. This includes the following categories: Airman, Non-commissioned Officer (NCO), Senior Non-commissioned Officer (SNCO), Company Grade Officer (CGO) and First Sergeant (annual only). These members are the primary pool of incentive orientation flight candidates.

2.3. Incentive orientation flights in fighter aircraft will consist of a dedicated, non-tactical sortie. Refer to the appropriate AFI 11-2 MDS-specific series for definitions covering air combat or surface attack missions.

2.4. When an incentive orientation sortie is scheduled it takes priority over squadron training on the day of execution. The Fighter Squadron (FS) must gain 31 OG/CC approval to cancel an incentive sortie.

2.5. The 31 FW/CC has established a quota for incentive flights to promote equitable distribution of flights among wing organizations.

2.5.1. Quotas may be adjusted as necessary to allow maximum participation and are allocated as follows:

2.5.1.1. 31 FW/CC	As Required
2.5.1.2. 31 OG/CC	4 per Fiscal Year
2.5.1.3. 31 MXG/CC	9 per Fiscal Year
2.5.1.4. 31 MSG/CC	11 per Fiscal Year
2.5.1.5. 31 MDG/CC	4 per Fiscal Year

2.6. Incentive orientation candidates will be required to complete all training outlined in section 6 of this regulation.

3. Familiarization Orientation Flight Program.

3.1. Familiarization orientation flights may be flown at home station or at approved deployed locations. Familiarization orientation sorties executed at deployed locations must be accomplished IAW AFI 11-401_USAFESUP_1.

3.1.1. Names of the intended fliers will be included in the pre-deployment brief. If names were not submitted during the pre-deployment brief, then written or electronic coordination is required to gain 31 FW/CC approval. Reference section 7 for request guidance.

3.2. Familiarization orientation flights can occur at anytime during the week as long as it does not degrade overall FS training. However, flights will generally be scheduled on Thursdays to align currency expiration with flight accomplishment.

3.3. Fighter familiarization orientation flights should provide the best training opportunity possible, while keeping the intent of the familiarization ride in mind. Familiarization orientation flights may be performed as a tactical sortie, but the sortie type and G-loading encountered should be commensurate with the training goals of the familiarization flier. FS/CC and the Pilot in Command (PIC) should consider passenger experience and training when determining which mission profiles are applicable and appropriate. Consequently, Operational Risk Management (ORM) considerations may limit Basic Fighter Maneuvers (BFM), Air Combat Maneuvering (ACM), or Aerial Combat Tactics (ACT) familiarization flight opportunities. Refer to the appropriate AFI 11-2 MDS-specific series for definitions covering air combat or surface attack missions.

3.4. Familiarization orientation flights may be recurring (section 3.7) or one-time (section 3.8), depending on eligibility outlined in this instruction.

3.5. 31 OSS/OSOS is responsible for ensuring that these flights are equitably distributed.

3.6. Familiarization orientation candidates will be required to complete all training outlined in this regulation section 6.5

3.7. Recurring familiarization orientation flights are authorized for the following personnel:

3.7.1. Unit training device instructors (civilian) assigned to support 31 FW operations. The primary purpose of these flights is to expose unit training device instructors to the differences between the flight environments in a simulated scenario versus a real world flight training scenario. Funding for the training for these flights will be provided IAW the contract that is currently in effect.

3.7.2. Intelligence personnel (AFSC 1NXXX and 14NX). The primary purpose of these flights is to expose intelligence personnel to the impact their intelligence data has on the capabilities and mission of 31 FW aircraft.

3.7.3. Officers Awaiting Pilot Training (APT), per AFI 11-401_USAFESUP_1. These flights will not take precedence over normal duties, and individuals should coordinate with their chain of command before scheduling a flight. The purpose of these flights is to allow these officers to gain valuable operational experience pertaining to their future careers during their interim assignment. In addition, the following objectives have been identified:

3.7.3.1. Exposure to the flying environment, including the dynamics of pilotage, radio communications, navigation, and mission accomplishment.

3.7.3.2. Exposure to a wide range of fighter missions and the physical demands of flying missions in fighter aircraft.

3.7.3.3. Exposure to the demands of instrument flight in instrument meteorological conditions.

3.7.4. Aerospace Physiologists (AFSC 43A). These flights will allow for a greater understanding of the stresses inherent in high G flying and the potential for oxygen deprivation.

3.8. One-time familiarization orientation flights are authorized for the following personnel:

3.8.1. Air Traffic Controllers (AFSC: 1C1X1 and 13M). The primary purpose of these flights is for pattern and air traffic control evaluation purposes, and exposure to instrument and pattern procedures. Ideally, the sortie should expose controllers to a North Atlantic Treaty Organization (NATO) base and to the wide range of approaches and operations in the Aviano area.

3.8.2. Airfield Management (AFSC: 1C7X1 and 13MX). The primary purpose of these flights is to show how the airfield environment impacts daily flying operations.

3.8.3. Aviation Resource Management (AFSC 1C0XX) personnel assigned to the 31 OSS, 510FS, and 555 FS who directly contribute to the 31 FW flying mission. The primary purpose of these flights is to allow ARM personnel to appreciate the result of their day-to-day efforts. These flights will be evenly apportioned between the 31 OSS, 510 FS, and the 555 FS.

3.8.4. Aircrew Flight Equipment (AFSC: 1P0XX). The primary purpose of these flights is to show how important flight equipment is to the pilot in a tactical environment.

3.8.5. Joint Terminal Attack Controller (JTAC) (AFSC: 1C4X1). The purpose of these flights is to show the impact and importance of air-to-ground and ground-to-air communications in a tactical environment. JTACs may qualify for more than one flight in accordance with the Memorandum of Agreement between the 4 ASOG and 31 FW, see attachment 6.

3.8.6. Army Ground Liaison Teams (GLT). The primary purpose of these flights is for GLT members to become familiar with their host unit primary aircraft and mission.

3.8.7. Weather Forecasters and Observers (AFSC: 1W0XX and 15W). The primary purpose of these flights is to expose weather professionals to the environment in which 31 FW pilots operate and to show how weather forecasting and observations impact flying training and operations.

3.8.8. Survival Evasion Resistance Escape (SERE) Specialists (AFSC: 1T0XX). The primary purpose of these flights is for SERE specialists to gain the pilot's perspective and become familiar with 31 FW aircraft and mission.

3.8.9. Personnel assigned to the 31 MXG that have a direct impact on the daily flying operations. The primary purpose of these flights is for the maintainers to gain the pilot's perspective and to better understand their critical role in providing combat airpower.

3.8.10. Operation Air Force Cadets. The primary purpose of these flights is to expose potential future USAF officers to USAF flying operations and the support necessary to carry out the mission of a fighter wing. These flights will take place on a non-interference basis only and will take into account the cadet's current security clearance level.

3.8.10.1. In accordance with AFI 16-1301, cadets are authorized over-water flights if they have completed USAFA Course MT-220 (Basic Combat Survival Training).

4. Distinguished Visitor Flights

4.1. 31 FW Protocol (31 FW/CCP) will serve as the primary point of contact for DV (O-6 or DV Code 7 and above) flights and will work in concert with 31 OSS/OSOS to obtain approval at the appropriate level of leadership as per AFI 11-401. 31 FW/CCP will submit a Nomination for Incentive or Familiarization Orientation Flight IAW paragraph 7.3 of this instruction.

4.2. Once approval for the incentive/familiarization flight is granted, 31 FW/CCP will inform 31 OSS/OSOS and the appropriate FS of any special considerations that must be accomplished when hosting the DV.

5. Spouse Orientation Flight Program.

5.1. Spouse Taxi Ride Program.

5.1.1. Spouses are limited to taxi rides only in USAF fighter aircraft.

5.1.2. The Spouse Taxi Ride Program is limited to spouses of the following USAF military personnel: pilots, maintainers, flying mission support personnel, and critical specialties as defined by the 31 OG/CC. The program will not expand to encompass all USAF members. Spouses of USAFE military personnel in non-USAFE units collocated with USAFE units are eligible to participate in the program.

5.1.3. 31 OSS/OSOS will ensure individual training and preparation is properly coordinated with 31 OSS/OSL. This training will include a thorough pilot brief for possible emergency ground egress.

5.1.4. Ejection seat pins will not be removed under any circumstances.

5.1.5. Complete appropriate hot brakes/wheel inspections (as required) between taxi trips.

5.1.6. Pilots will not exceed 50 knots maximum speed during the acceleration roll.

6. Operating Procedures.

6.1. Following the announcement of the current annual award winners, 31 OSS/OSOS will create a prioritized list of the 31 FW incentive fliers. Priority will be given to those individuals with the earliest Date Eligible for Return from Overseas (DEROS). This list will be split and passed to the two FS/DOS for scheduling in accordance with F-16D model availability and section 3.2 of this regulation.

6.1.1. Quarterly 31 OSS/OSOS will solicit names of the top 5% of eligible familiarization orientation flight candidates from each group (MDG, MXG, MSG, OG, as well as 8th ASOS). Included in this request should be a summary of applicable guidance as well as the previous quarterly list of flyers.

6.2. Incentive and familiarization orientation fliers' names for the current week, the following week, and the most recent flights accomplished will be reported at the weekly scheduling meetings.

6.3. FS/DOS will contact the orientation flier and the orientation flier's supervisor via email as soon as F-16D model availability is anticipated, preferably two weeks in advance. This e-mail will include the checklist in Attachment 2, which lists training locations and times. It is the responsibility of the flyer to ensure all training is accomplished and current one day prior to the flight.

6.4. Incentive orientation flights will occur in accordance with squadron Flying Hour Program. Operations and maintenance should make every effort to maximize D-model aircraft availability on applicable days.

6.5. Incentive and Familiarization Orientation Flight Training

6.5.1. All orientation fliers will be required to report to the 31st Medical Group Aerospace Medicine Squadron Flight Surgeon's office to accomplish a passenger physical. Standing appointment windows are Tuesdays 0900-1100 and Wednesdays 1400-1600, but must still be scheduled by calling 632-5101. This physical is good for 14 days.

6.5.2. Orientation fliers will arrive at SERE (31 OSS/SERE) in Building 904 at 1300L on Wednesdays of the week of the flight for Life Support (LS) Equipment Familiarization Training (LL01 and LL06), Egress Training (LL02), and Emergency Parachute Training (EPT) (SS06). This training is only valid for 72 hours. This training will occur weekly and is mandatory for individuals to remain eligible to receive their flight.

6.5.3. NLT one day prior to the flight, individuals are to report to the FS Aircrew Flight Equipment (FS/AFE) for flight equipment fitting.

6.5.4. Incentive and familiarization orientation candidates, if participating in a flight that will remain below Flight Level (FL) 180, will receive one-time physiological training discussing G-forces, hypoxia, motion sickness and trapped gas issues. This training lasts one hour and is to be conducted by either a 31 FW Aerospace Physiologist (31 AMDS/SGPT) or Flight Surgeon. Normally, this will be accomplished in conjunction with the flight physical by the Flight Surgeon. If participating in a flight that will go above FL180, member must accomplish training IAW paragraph 6.5.5. of this regulation.

6.5.5. IAW AFI 11-403, Aerospace Physiological Training Program, in order to be eligible to participate in flights above FL180, all incentive and one-time familiarization orientation fliers will be required to be given instruction specific to risks inherent with high altitude flight. This training will be instructed by the 31 FW Aerospace Physiology Flight. If an Aerospace Physiologist is unavailable at a deployed location, a 31 FW Flight Surgeon can serve as a replacement briefer. This is an in depth brief, and is good for 90 days. Physiology will generally conduct one class a month, allowing large groups of flyers to receive training several weeks in advance and minimize recurring, lengthy training sessions.

6.5.6. IAW AFI 11-403, recurring familiarization candidates require altitude training to remain eligible for multiple flights. This requires an actual altitude chamber profile be accomplished prior to the second sortie.

6.6. 31 OSS/SERE will provide instructors necessary to accomplish EPT and FS will provide LS equipment training and egress training. FS instructors may instruct EPT, if certified, when 31OSS/SERE instructors are not available.

6.7. The FS will provide a qualified pilot for egress training. Egress instructors will ensure the passenger is properly instructed in accordance with the lesson plan.

6.8. The FS will provide the individual with all equipment necessary to complete the orientation flight.

6.9. Prior to all orientation flights, the PIC will brief all appropriate items located in the IFG.

6.10. Completed Orientation Flight Checklists (Attachment 2) will be submitted to the FS duty desk prior to stepping for the incentive flight.

6.10.1. Operations Supervisors (Top 3) will be the final authorizing individual for the orientation flier to accomplish their flight.

6.10.2. FS 1C0(s) will then notify 31 OSS/OSOS of flight completion status by COB for record keeping purposes.

6.11. Orientation pilots will comply with FS security procedures specific to orientation passengers.

6.12. 31 OSS/OSOS will monitor each individual's status until incentive orientation flight completion by annotating date of scheduled flight. If a scheduled incentive flier is unable to complete his/her flight due to maintenance, weather, or any other unforeseen factors, the FS will notify 31 OSS/OSOS.

6.13. 31 OSS/OSOS is responsible for notifying all agencies supporting the incentive sortie of training dates, times, and locations. This is normally accomplished via the e-mail sent to the incentive flight candidate. These agencies include: orientation flier's supervisor, FS/DOS, 31 OSS/SERE, Flight Medicine and Physiology.

6.14. If an individual declines to fly without extenuating circumstances (i.e. temporary duty, leave, emergency leave, pregnancy), the individual will not be rescheduled. If the individual is prevented from participating due to any of the above-listed reasons or the FW/CC and/or the OG/CC directs, that individual will be rescheduled for the next available incentive sortie.

6.15. Water Survival Training. Orientation flyers are not authorized over-water flight unless they have completed Water Survival Training IAW AFI 16-1301.

6.15.1. MDS specific training is required prior to over water flight. During the summer months, SERE will offer MDS familiarization training to orientation flyers in conjunction with regular Continuation Training requirements on a non-interference basis. This training is valid for one year.

7. Incentive and Familiarization Orientation Flight Request Procedures.

7.1. Personnel assigned to the 31 FW who have received special recognition other than the criteria lined out in paragraph 2.2 may be submitted by their Group CC for an incentive sortie. Personnel nominated by their Group CCs are not guaranteed a flight and will be flown on a space available basis. This request will be submitted electronically through 31 OSS/OSOS via the template located in Attachment 3.

7.2. Requests for 31 FW personnel to receive an orientation flight not covered by paragraph 3.7 or paragraph 3.8 must be submitted for review and approval IAW Attachment 3 of this instruction.

7.3. Requests for DV flights will be submitted according to the intent of the flight.

7.4. Requests requiring Numbered Air Force approval (such as foreign national media) will be forwarded to 31 OG/CC NLT 20 days prior to requested flight using the format in AFI11-401_USAFESUP_1 paragraph A7.3.

7.5. Requests requiring USAFE approval will be forwarded through 31 OSS/OSOS to the 31 OG/CC NLT 30 days prior using the format in AFI11-401_USAFESUP_1 paragraph A7.3.

7.6. Approvals above USAFE level require 30 days lead-time. Requests must be forwarded through 31 OSS/OSOS to the 31 OG/CC NLT 60 days prior. Use the format in AFI11-401_USAFESUP_1 paragraph A7.3. for requests.

7.7. If an individual's flight is canceled and must be rescheduled, re-approval is not required if the flight is rescheduled within six months of the original approval message.

SCOTT J. ZOBRIST, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994, IC3, 09 April 1998
AFPD 11-4, *Aviation Service*, 01 September 2004
AFI 11-2F-16V3, *F-16 Operations Procedures*, 18 February 2010
AFI 11-301V1, *Air Crew Flight Equipment Program*, 25 February 2009
AFI 11-401, *Aviation Management*, 10 December 2010
AFI 11-401_USAFESUP, *Aviation Management*, 28 November 2011
AFI 11-403, *Aerospace Physiological Training Program*, 20 February 2001
AFI 11-404, *Centrifuge Training for High-G Aircrew*, 28 October 2005
AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*, 06 September 2006
AFMAN 33-363, *Management of Records*, 01 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

31 AMDS/SGPT—Flight Surgeon
31 FW/CC—Fighter Wing Commander
31 FW/CCP—Fighter Wing Protocol
31 OG/CC—Operations Group Commander
31 OSS/OSOS—Operations Support Squadron Operations Scheduling
AB—Air Base
ACM—Air Combat Maneuvering
ACT—Aerial Combat Tactics
AFE—Aircrew Flight Equipment
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFSC—Air Force Specialty Code
AMU—Aircraft Maintenance Unit
AFPD—Air Force Policy Directive
APT—Awaiting Pilot Training

BFM—Basic Fighter Maneuvers
CC—Commander
CGO—Company Grade Officer
DCC—Dedicated Crew Chief
DEROS—Date Eligible to Return from Overseas
DoD—Department of Defense
DV—Distinguished Visitor
EPT—Emergency Procedure Training
FL—Flight Level
FS—Fighter Squadron
FW—Fighter Wing
GCI—Ground Controlled Intercept
GLT—Ground Liaison Teams
IAW—In Accordance With
JTAC—Joint Terminal Attack Controller
LS—Life Support
LSO—Life Support Officers
MXG—Maintenance Group
NATO—North Atlantic Treaty Organization
NCO—Non Commissioned Officer
NCOIC—Non Commissioned Officer in charge
NLT—No Later Than
OG—Operations Group
ORM—Operational Risk Management
OSS—Operations Support Squadron
PA—Public Affairs
PIC—Pilot in Command
SERE—Survival Evasion Resistance Escape
SNCO—Senior Non Commissioned Officer
USAF—United States Air Force
USAFE—United States Air Forces in Europe

Attachment 2

ORIENTATION FLIGHT CHECKLIST

NAME/RANK: _____ Date of Flight: _____ Squadron: _____

NOTE: All items are required to be completed and signed prior to flight. If you are unable to make pre-scheduled appointments, first call that office, then call Wing Scheduling 632-7826. Hand carry completed checklist to operations desk for final verification. If authorized photography, keep a copy with you.

A2.1. (FAM Flyers only) Physiology FAM Flight Training (3.0 hrs) 90 day currency:
 _____ / _____ *(class held monthly: to schedule call DSN: 632-5688/8536)
 (Date & Time) (Physiologist Signature)

A2.1.1. FLIGHT SURGEON'S MEDICAL EVALUATION (0.5 hrs): Standing appointments are Tuesdays 0900-1100 and Wednesdays 1400-1600. Flight Surgeons will also accomplish G-awareness training for all Orientation flights. Call the Flight Surgeon's office 632-5101 to confirm availability (see **NOTE** above). Hand carry medical records. Flight Surgeon hours 0730-1630 Mon-Fri. Clinic is located on the flight line area. 14 day currency.

Flight Surgeon
 _____ / _____ / _____
 (Print) (Signature) (Date & time)

A2.1.2. Medical Clearance Form. Attach copy of AF Form 1042, Medical Recommendation for Flying.

A2.2. EGRESS TRAINING (45 min) Standing appointments are on Tuesdays at 1400. If you are unable to make this appointment, call wing life support 632-8745 to reschedule (see **NOTE** above). Location: Bldg 904 (see attached slide). 72 hour currency.

A2.2.1. Instructor Name _____ / _____ / _____
 (Print) (Signature) (Date & Time)

A2.3. EMERGENCY PARACHUTE TRAINING (45 min) Training is conducted following Egress Training, above. If you are unable to make this appointment, call SERE training at 632-8892 to reschedule (see **NOTE** above). Location: Bldg 904 (see attached slide). 72 hour currency.

A2.3.1. Instructor Name _____ / _____ / _____
 (Print) (Signature) (Date & Time)

A2.4. FLIGHT GEAR (1.0 hrs): 24 hours prior to scheduled takeoff, contact the squadron aircrew flight equipment section (510th x-8916, 555th x-8677) to schedule an appointment for issuing. Leave a copy of this completed form at the Ops Desk.

A2.4.1. Aircrew Flight Equipment _____ / _____ / _____
 (Print) (Signature) (Date & Time)

A2.5. PHOTO AUTHORIZATION: If you want to take a camera on the flightline to take pictures of you and the jet on the ground, you must first get approval from the Operations Support Squadron Commander, Building 904, flight line area, 632-7412. **NOTE:** Once OSS/CC has signed this form, you will be authorized to take your personal camera onto the flight line. This authorization is subject to the following conditions (1) you must keep a

copy of this authorization in your possession. (2) The pilot will be responsible for determining what you may photograph (ask the pilot before taking a picture). You may not take your camera into the aircraft during flight.

A2.5.1. OSS/CC _____ / _____ / _____
(Print) (Signature) (Date & Time)

A2.6. CIVILIAN FLYER: Attach copy of completed DD Form 1381, Air Transportation Agreement.

A2.7. MISSION DATA: Call Squadron Operations Desk for this information. (510th X-8813, 555th X-7700)

A2.7.1 Your pilot will be _____ / _____ / _____ / _____ **(local)**
(Name/Rank) (Mission Brief) (Step Time) (Takeoff Time)

A2.8. SARM CHECKLIST (accomplish by personnel at ops desk) SARM's, verify that all attachments are complete and accurate and check each box appropriately. Also, verify this checklist is complete and print/sign/date.

A2.8.1. _____ **AF Form 1042** _____ **AF Form 702** (if applicable) _____ **DD Form 1381** (if applicable)

A2.8.2. If individual is not an aircrew member, complete **DD Form 2131**, Passenger Manifest.

A2.8.3. If individual is an aircrew member; add information to USAFE Form 406, Consolidated Flight Authorization.

A2.8.4 SARM _____ / _____ / _____
(Print) (Signature) (Date)

Restrictions:

Max altitude is FL 180 unless passenger has current chamber card or Aerospace Physiology training.

Min altitude is 1000' AGL.

11-401 USAFE supp

1.9.4.7.1.4.3. Do not accomplish simulated emergency procedures, unusual attitudes, touch-and-go landings, minimum altitude, terrain following profiles, airdrop missions, and other maneuvers/profiles listed in MDS-specific publications as prohibited with passengers on board.

Must be over-land unless water survival training has been completed.

Flight Profile:

11-2-F-16vol3 31FW Aviano Supp Ch.8

D.3.3. Unrestricted Climbs. FCFs and incentive flights are authorized unrestricted climbs with ATC coordination. All other flights requesting unrestricted climbs must be approved by the 31 OG/CC. This rule applies at Aviano and all other airfields.

B.2.1. Incentive/orientation flights. Pilots will monitor squadron VHF. The ejection mode select handle will be set in AFT. No simulated emergency procedures will be flown. See paragraph B.15.

[illegible]

Attachment 3
INCENTIVE (ORIENTATION) TRAINING TIMELINE

Physiology: Physiology training will be held monthly. OSOS will forecast two months of flyers and schedule them to attend training. Contact Aviano Physiology: 632-4808.

Flight Medicine: Standing appointments are Tuesdays from 0900-1100 and Wednesdays from 1400-1600.

SERE: Egress Training and Hanging Harness training will be conducted every Wednesday at 1300. OSOS will notify the FS to schedule an instructor for the egress portion.

Attachment 4
SAMPLE ESSS AND SAMPLE MFR

COORDINATION

OFFICE	ACTION	Last Name/Rank/ Date
31 OSS/OSOS	COORD	Gertiser/Capt/25 Oct 2011
31 OSS/DO	COORD	
31 OSS/CC	COORD	
31 OG/CCE	COORD	
31 OG/CC	SIGN	
31 FW/CCEA	COORD	
31 FW/CCE	COORD	
31 FW/CV	COORD	
31 FW/CC	SIGN	
31 OSS/OSOS	ACTION	

STAFF SUMMARY(V1)

AO: Capt David Gertiser, 31 OSS/OSOS

SUBJECT: FAM Flight Request for Capt Abby Koehler, USAF.

1. PURPOSE: Obtain 31 OG/CC and 31 FW/CC endorsement of the attached memo (Tab 1) requesting single FAM flight approval for Capt Abby Koehler between 7-10 November.

2. BACKGROUND: Capt Koehler is deployed to Aviano from the Colorado Air National Guard as a Coalition Maintenance Liaison Officer for OUP. Capt. Koehler has done an outstanding job in her duties while deployed and would benefit greatly from seeing the F-16 mission first hand. Her unit back home rarely has the capacity for FAM flights and if given the opportunity, Capt Koehler would likely defer the opportunity to one of her hard working troops.

3. RECOMMENDATION: 31 OG/CC and 31 FW/CC endorse the attached memo (Tab 1).

//signed/tcs/25 Oct 11//

TRAVIS C. SWAN, Maj, USAF

31 OSS/OSO Flight Commander

2 Tabs

1. Fam Flight Memo

2. Aviano Instruction 11-401

**DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)**

15 February 2013

MEMORANDUM FOR 31 OG/CC

FROM: 31 OSS/OSOS

SUBJECT: Familiarization Flight Request

1. Request approval for Captain Abby M. Koehler, USAF, SSN XXXX (Last Four), to receive a familiarization flight in a 31 FW F-16D.
2. Capt Koehler is deployed to Aviano from the Colorado Air National Guard as a coalition maintenance liaison officer for OUP. Capt. Koehler has done an outstanding job in her duties while deployed and would benefit greatly from seeing the F-16 mission first hand. Her unit back home rarely has the capacity for FAM flights and if given the opportunity, Capt Koehler would likely defer the opportunity to one of her hard working troops.
3. All training and approval (to include the eSSS) will be in accordance with AFI 11-401, USAFE 11-401, and Aviano 11-401.
4. Capt Koehler has a secret clearance and JPAS will be checked again prior to the flight.
5. POC for this request is Capt Dave Gertiser at extension 632-7826.

X_____
DAVID J. GERTISER, Capt, USAF
Wing Scheduling Asst Chief, 31OSS

1st Ind, 31 OSS/OSOS, 2 Nov 11, Familiarization Flight Request

31 OG/CC

MEMORANDUM FOR 31 FW/CC

Concur / ~~Non-Concur~~

X_____
DAVID W. WALKER, Colonel, USAF
Commander, 31st Operations Group

2nd Ind, 31 FW/CC

MEMORANDUM FOR 31 OSS/OSOS

Approved / ~~Disapproved~~

X_____

SCOTT J. ZOBRIST
Brigadier General, USAF
Commander

Attachment 5**SAMPLE ESSS FOR FOREIGN MILITARY (O-5 AND BELOW), AND SAMPLE MFR
COORDINATION**

OFFICE	ACTION	Last Name/Rank/ Date
31 OSS/DO	COORD	
31 OSS/CC	COORD	
31 FW/PA	COORD	
31 OG/CC	COORD	
31 FW/CC	COORD	
USAFE/FDO	COORD	
SAF/IARE	COORD	
3 AF/CD	COORD	
3 AF/CC	APPROVE	
31 OSS/OSOS	ACTION	

STAFF SUMMARY(V1)

AO: David Gertiser, Capt, 31 OSS/OSOS, 632-7825

SUBJECT: FAM Flight Request for LtCol Alan Martinis, 31 FW/ITAF OG/CC.

1. BLUF: Obtain 3 AF/CC endorsement of a single FAM flight for Lt Col Alan Martinis, 31 FW ITAF OG.
2. BACKGROUND: As ITAF/OG, Lt Col Alan Martinis will greatly benefit in his understanding of the overarching 31 FW mission by receiving a familiarization flight. This understanding will lend him a degree of insight otherwise unattainable, and assist in his continued advocacy of USAF training requirements and airspace coordination measures. Training for US personnel will not be affected.
3. RECOMMENDATION: 3 AF/CC approval of one time FAM flight for Lt Col Alan Martinis, 31 FW ITAF OG.

//signed/djg/26 Oct 11//

DAVID J. GERTISER, Capt, USAF
31 OSS/OSOS

2 Tabs

1. Aviano Instruction 11-401 excerpt
2. AFI 11-401 USAFE sup excerpt



DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)

MEMORANDUM FOR 31 OG/CC
31 FW/CC
3 AF/CC

FROM: 31 OSS/OSOS

SUBJECT: FAM Flight Request for Lt Col Alan Martinis, ITAF Operations Commander

1. Request approval for Lt Col Alan Martinis, ITAF Operations Commander, to receive a familiarization flight in a 31 FW F-16D.
2. As the ITAF/OG, Lt Col Alan Martinis will greatly benefit in his understanding of the overarching 31 FW mission by receiving a FAM flight. This understanding will lend him a degree of insight otherwise unattainable and assist his continued advocacy of USAF training requirements and airspace coordination measures. Training for US personnel will not be affected. All applicable instructions governing this activity, including AFI 11-401, Foreign Disclosure IAW AFI 16-201, and egress/ life support training will be strictly adhered to.
3. All training and approval (to include the eSSS) will be in accordance with AFI 11-401, USAFE Sup 11-401, and Aviano Sup 11-401.
4. POC for this request is Capt Dave Gertiser at DSN 632-7826.

X_____
DAVID J. GERTISER, Capt, USAF
Wing Scheduling Asst Chief, 31OSS

1st Ind to 31 OSS/OSOS, 2 Nov 11, FAM Flight Request for Lt Col Alan Martinis, ITAF Operations Commander

31 OG/CC

MEMORANDUM FOR 31 FW/CC

Concur / ~~Non-Concur~~

X_____
DAVID W. WALKER, Colonel, USAF
Commander, 31st Operations Group

2nd Ind, 31 FW/CC

MEMORANDUM FOR 3 AF/CC

Concur / ~~Non-Concur~~

X_____
SCOTT J. ZOBRIST
Brigadier General, USAF
Commander, 31st Fighter Wing

3rd Ind, 3 AF/CC

MEMORANDUM FOR 31 OSS/OSOS

Approved / ~~Disapproved~~

X_____
CRAIG A. FRANKLIN
Lieutenant General, USAF
Commander, 3d Air Force

Attachment 6
MEMORANDUM OF AGREEMENT



MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

4th AIR SUPPORT OPERATIONS GROUP AND
52nd FIGHTER WING AND 31st FIGHTER WING

15 JANUARY 2005

I. PURPOSE:

The purpose of this Memorandum of Agreement (MOA), between the 4th Air Support Operations Group (ASOG), 52nd and 31st Fighter Wings (FW) is to provide recurring familiarization flights for qualified Joint Terminal Attack Controllers (JTAC) during Close Air Support (CAS) training missions.

The situational awareness gained from observing missions from "the other side of the radio" (a picture is worth a thousand words) is invaluable. JTAC performance during CAS missions dramatically improves after they've seen the mission from the air. As JTAC tasking to support the Global War on Terrorism (GWOT) continues to increase, this MOA provides the procedures to coordinate 4 ASOG JTAC training and rapidly improve our airmen's skill level to one that normally takes years of "lessons learned" to attain. The goal is for each JTAC to observe at least two CAS sorties per AEF cycle.

II. DEFINITIONS:

a. Joint Terminal Attack Controllers (JTACs). Air Force personnel who are specially trained, qualified, and authorized to provide Type I, II, and III terminal attack control of CAS aircraft conducting operations in direct support of US and coalition ground forces. All of USAFE's JTACs fall under the 4ASOG.

b. JTAC Familiarization Flight Program. The program's objective is to increase the overall effectiveness and efficiency of CAS employment by USAFE JTAC personnel through enhanced combat training and situational awareness. JTACs with a "pilot's perspective" of coordinating and executing CAS missions are more effective and efficient in prosecuting ground targets and reduce the risk of fratricide incidents.

III. REFERENCE / SCOPE:

a. AFI11-401, USAFESUP1, states "Orientation flights...are an exceptional use of USAF aircraft...These limited resources may be used to familiarize selected passengers with aircraft capability and employment concepts..." As one of the four broad categories of Orientation flights, Familiarization flights "...may include periodic flights, but local commanders will ensure specific learning objectives for each missions are established." They are for "Active-duty and Air Reserve component (ARC) military (all grades)" The "...WG/CC or equivalent owning the orientation aircraft" is the approval authority.

b. The 4 ASOG has approximately 70-80 JTACs. These JTACs are tasked with providing terminal attack control for all fighter aircraft within the USAFE Area of Responsibility and for CENTAF fighters participating in Operations IRAQI and ENDURING FREEDOMS (OIF/OEF).

c. USAFE's Fighter Wings are the 4 ASOG's primary resource for providing young airmen JTACs Familiarization Flights.

III. RESPONSIBILITIES:

a. The 4 ASOG will be responsible for:

1. Ensuring JTACs participating in this program have a current flight physical and, to the maximum extent possible, have completed Aerospace Physiological training IAW AFI 11-401 and 11-403.
2. Maintaining records of JTAC currency and qualification such as the AF Form 702, *Individual Physiological Training Record*, AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* and egress/hanging harness training. JTACS will provide these to the flying unit at least one day prior flight. Procedures for maintaining the JTACs records will be coordinated with the host wing.
3. Providing a flight suit and flight gloves for JTACs participating in this program.
4. Providing transportation to/from the appropriate FWs
5. Prioritizing the JTACs participating in the program and ensuring they are available upon notification of the FWs
6. The 4 ASOG will contact the appropriate FW at least two weeks prior to the proposed flight to coordinate the specifics of the respective sorties; such as squadron, date, briefing time, POC, etc.

b. The 52 FW and 31 FW will be responsible for:

1. Providing egress and hanging harness training for the JTACs scheduled to fly with their wings IAW AFI 11-401 USAFESUP1 para A105.6 and Table A10.2.
2. Loaning the JTACs scheduled to fly with their wings the remaining flight gear such as helmet, harness, etc.
3. Provide JTACs with copies of currency and qualification records to fly at the end of each visit.

IV. POINTS OF CONTACT:

a. 4 ASOG POC is 4 ASOG/DO, Lt Col Dave Salomon, DSN 314-370-5969, alodo@hq.c5.army.mil.

b. 52FW POC is 52 OSS/OSO, Maj Ryan Nichols, DSN 452-6968, ryan.nichols@spangdahlem.af.mil.


c. 31FW POC is 31 OSS/CC at DSN 314-632-7350 for MOA issues and 31 OSS/OSO at DSN 314-632-7838.

V. ADMINISTRATION:


- a. The effective date of this MOA is 15 Jan 05.
- b. Addendum or letters of mutual agreement will accomplish changes to this MOA.
- c. Termination of this MOA will be by mutual agreement between the 4 ASOG, the 52 FW and the 31 FW.


Commander, 4th Air Support Operations Group

16 Dec 04
(Date)


Commander, 52nd Fighter Wing

16 Dec 04
(Date)


Commander, 31st Fighter Wing

16 Dec 04
(Date)